

Town of Nottingham  
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### **POLICY FOR BEING PLACED ON THE SELECTMEN'S MEETING AGENDA**

Anyone wishing to be placed on the Selectmen's meeting agenda must prepare a brief written statement containing the subject matter and the areas of concern. Requests must be submitted to the Selectmen's Office by the end of the business day on the Wednesday prior to the Selectmen's meeting. This will provide ample time for staff to prepare the agenda and obtain required documentation if needed.

In the event of an urgent issue, the Board will act on an as needed basis.

If there is a scheduling conflict or there is not enough time to prepare for your request, you will be notified by telephone or in the best possible manner. Every effort will be made to place your request on the next scheduled agenda.

This replaces any previous policy.

Approved by  
Nottingham Board of Selectmen

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William P. Netishen, Chairman

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Date

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Mary L. Bonser

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Peter M. Bock